



Kent Community Rail Partnership

Steering Group Terms of Reference

Purpose of the Partnership

Key aim

Promote specific rail lines in Kent and Medway for the social, economic and environmental benefit of residents and visitors, and to support the social well-being of the communities served by those rail lines.

Objectives

- Implement projects and support the work of others that bring lasting improvements to community regeneration, community safety, reduction of crime and the fear of crime on local lines in Kent.
- Encourage and where possible implement the integration of rail with other transport modes in Kent, including walking and cycling.
- Develop close working relationships between all transport providers and other organisations.
- Co-ordinate and develop targeted improvements to train services, station facilities and relevant information, and undertake such activities to achieve the above as appropriate.
- Educate and inform all sections of the wider public about the work of the partnership and integrated transport generally.
- Facilitate genuine, community led partnership working to achieve these objectives. Where this work is not strictly community led, the work must be community focussed.
- Bringing communities together and supporting diversity and inclusion.
- Supporting social and economic development through collaborative working with community organisations and local businesses helping to them to promote themselves within the local area and beyond.
- Co-ordinate and develop funding packages and resources to achieve these objectives and where possible ensure the continued achievement of these aims and objectives.

Community Rail strategy four pillars are at the heart of our aims and objectives.

1. Providing a voice for the community
2. Promoting sustainable, healthy and accessible travel
3. Bringing communities together and supporting diversity and inclusion
4. Supporting social and economic development



Structure of the Partnership

The Partnership has a two-tier structure made up of the Steering Group and a Line Group for each rail line benefiting from projects.

Role of the Steering Group

The Steering Group (Group) will have a particular role in assisting with priority action and funding, sharing relevant strategic information, advising on and approving the Rail Partnership Action Plan, and informing other rural partnerships at, or below, county level.

Members of the Group will act as professional, technical and community support and contacts for the Community Rail Partnership Officer (CRPO).

Role of the Community Rail Partnership Officer

The Hosts of the partnership will provide CRPO(s) to co-deliver with the community a range of activities to meet the four pillars of community rail. The CRPO is responsible for the implementation and future development of the Action Plan, monitoring and reporting of all work carried out by the Kent Community Rail Partnership, and the secretariat of the Rail Partnership and its Projects. The CRPO does not have a vote on the Line Groups.

The Hosts will also provide a Project Manager to oversee the project delivery. This will include (but is not limited to) line management and performance management for quality delivery, resourcing, financial responsibility including budget setting, forecasting, expense management, income generation, grant management and reporting, oversight of health and safety including signing off risk assessments and risk management.

Membership of the Steering Group

The CRP will invite Membership of the Steering Group from the following:

- Local strategic/ Mayoral Authorities
- Department for Transport/ Great British Rail
- South Eastern Railway (Integrated TOC and Network Rail)
- British Transport Police
- Walk Wheel Cycle Trust (Hosts)
- Community Rail Network
- Chairs and Deputy chairs of Kent CRP and of Line Groups
- Previous Line Chairs and hosts

Representatives will have the appropriate knowledge, skills and experience to support the CRPO in planning and developing projects and initiatives and to ensure the effective co-ordination of the activities of the Partnership.



New organisations may be added through discussion by CRPO. Any objections will be handled formally at steering, requiring agreement from not less than 75% of present members (if quorate).

More than one representative from a member organisation may attend meetings, at the discretion of the Group. A maximum of 2 votes per motion will be allocated to each organisation.

Paid staff working on behalf of the Partnership, such as the CRPO, shall have no membership rights.

Meetings

There will be at least four meetings per year. The agenda will be set to allocate time to discuss the annual budget, progress and change as well as Action Plan delivery progress, project impact monitoring and any matters arising. One of these meetings shall be specifically called to consider the annual budget preparation, monitoring and accounting reports. Chair election for the next year shall take place in Q4, confirming secretariat for the next year.

The meetings shall be called by a CRPO, giving each member of the Steering Group at least five working days' notice of the date, time and place of the meeting and the issues upon which decisions are to be taken. The following year's meeting dates are provided at the end of each year.

Each member of the Group present at a meeting will have one vote. Decisions at all meetings shall be reached by a show of hands or by any other means that the meeting shall determine. Questions shall be decided by a majority of the members in attendance.

Extraordinary Meetings

Extraordinary meetings may be called for any purpose on the written request of at least three members of the Group. 5 days written notice of an extraordinary meeting must be issued to all members stating the business to be discussed at the meeting, the date, time and place to be determined by the Secretary after consultation with those calling the meeting.

Quorum

A quorum at each meeting shall be a minimum of 5 representatives (including staff from host organisation).

If a quorum does not exist the meeting shall be adjourned to such a date, time and place as the members present at that meeting shall determine and for which written notice shall be issued to all members of the Group. If at the reconvened meeting a quorum is still not available, then those members represented shall constitute a quorum.

**Secretariat**

The secretariat shall be held by the Host organisation of the partnership subject to annual review. The secretariat shall be responsible for correctly notifying meetings and the prompt circulation of minutes of all meetings.

Declaration of Interests

It is recognised that all Group members have a shared interest in the development of the scheme and from time to time will need to take part in discussions regarding matters in which they have a direct or indirect interest.

Group members having a direct financial or organisational link to matters or partnerships discussed by the Group shall declare their interest. Any interests declared will be recorded in the minutes of the meeting. Where the Group is required to make decisions the declaring Member shall take no part in the making of these decisions.

Alteration of Terms of Reference

These terms shall be reviewed regularly.

Additional documents

Appendices 1 – Medway Valley Line Group Terms of Reference

Appendices 2 – Swale Rail Line Group Terms of Reference

Appendices 3 – Kent Downs Line Group Terms of Reference